**IT Applications, Unit 4**

**Ch Developing a solution using spreadsheet software, p 213-**

Case Study: Point Pleasant Social Service Program – organisational outline and current practice

**Creating a solution using a spreadsheet:**

1. **List some things to consider when creating the spreadsheet.**

* Create a data entry sheet in which all raw data can be entered and validated. Data should only be entered once. Formulas should then be used to reference the data from that one sheet.
* Create professional-looking reports by minimising the amount of clutter around the report. Clearly, simply and professionally communicate what is needed.
* Create charts that clearly show the visual data required. Remember that the CEO of the organisations may wish to use your charts as part of another presentation.
* When creating your formulas, experiment with different sets of test data. The more thought you put into your test data, the more functions it will test and the less testing you will need to do.
* Create a prototype or mock-up of your solution and get someone who doesn’t know spread sheets to test your solution.

1. What is the process for illustrating to clients that their needs have been met?

At the end of the development process, a collection of annotated screen dumps can be used to demonstrate to the client that their needs are met through the development of their software solutions.

**Testing the solution**

1. List the typical spreadsheet features to test.

* Any calculations
* Validation
* Lookups
* Macros
* Charts
* Sorting of data

1. When should the test data been generated?

It is important that the tester generates their own test data so that they know what answers the spreadsheet components should generate.

1. What is user acceptance testing?

User acceptance also needs to be tested. In other works does the user approve of the solution and output and can they find the information they need.

1. How is this testing carried out?

To conduct user acceptance testing, a questionnaire asking the using to follow a series of steps, such as editing data or interpreting the charts, may be used.

**User documentation**

1. What does the documentation process involve?

The document process involves creating step-by-step instructions for uses to work with the solution.

1. How is user documentation now created?

It is created more common to find it created for onscreen use.

**Evaluating a spreadsheet solution**

1. What is the purpose of evaluation?

The purpose of evaluation is to ensure that the solution meets the needs of the user in that it solves the problems with the current system as identified in the analysis stage.

1. The evaluation strategy is broken down into 2 activities. What are these 2 activities?
2. List the steps undertaken in the process to report on the extent to which the solution meets the requirements of the user/client.

* Specify the focus of the evaluation, making sure you know exactly what it is needs to be evaluated.
* Establish why the evaluation is taking place. Are you testing for accuracy or usability?
* Identify who should receive the information gathered as a result of the evaluation.
* Establish the key questions to be asked to the main stakeholder and how the answers can be collected and analysed.
* Determine how the results of the evaluation will be disseminated and what changes, if any, should take place to make the solution effective.